



Department of Managed Health Care

JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: April 18, 2001

CLASSIFICATION: Office Technician (Typing)
1 Position - Permanent, Full Time

FINAL FILE DATE: Until Filled

SALARY: \$2348 - \$2855 Per Month

LOCATION: HMO Help Center (7667 Folsom Boulevard, Sacramento, CA 95828)

DUTIES AND RESPONSIBILITIES:

Under the general direction of a Nurse Consultant II, the incumbent will work in the Division of Preventative Health and perform a variety of tasks and responsibilities with varying levels of complexity. The position provides clerical support, which include: typing, faxing, photocopying, and composing correspondence, filing and e-mailing for the Nurse Evaluation Unit. The position also responds to inquiries related to the Health Preventative Division. Assists with research on special projects as needed.

DESIRABLE QUALIFICATIONS:

- ✓ Ability to work independently with minimum supervision.
- ✓ Ability to communicate effectively; both orally, and in writing.
- ✓ Ability to use good judgement in following established clerical procedures.
- ✓ Ability to adjust to shifting priorities and meet stated deadlines
- ✓ Ability to work cooperatively with others and provide good customer service.
- ✓ Excellent attendance and dependability.
- ✓ Knowledge and skill with PCs, i.e., Microsoft Word, Excel, etc.
- ✓ Ability to work in a team environment.

WHO MAY APPLY: State employees, who are currently in the above classification, have list eligibility for appointment or have transfer eligibility are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Shirley Jones at (916) 229-0459. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate the RPA # 00-357 under the job title).

SUBMIT APPLICATION AND/OR RESUME TO:

Department of Managed Health Care
Attention: Shirley Jones
980 9th Street, Suite 500
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929

RPA 00-357 [JMF]

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.